

B-27



STATE OF NEW JERSEY

In the Matter of Kelly Wright-Laske,  
Administrative Analyst 4 (PS4095P),  
Division of State Police

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

CSC Docket No. 2017-3489

Examination Appeal

ISSUED: JUN 15 2017 (CSM)

Kelly Wright-Laske appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the promotional examination for Administrative Analyst 4 (PS4095P), Division of State Police.

The examination at issue was announced with specific requirements that had to be met as of the December 21, 2016 closing date (see attached). A total of three employees applied for the subject examination that was cancelled on May 3, 2017 due to a lack of eligible.

On her application, the appellant indicated that she was provisionally serving in the title under test from October 2016 to the December 2017 closing date. She also indicated experience as a Contract Administrator 2, Administrative Analyst 3, Administrative Assistant 2, Administrative Assistant 3, Secretarial Assistant 3, Principal Clerk Stenographer, and Senior Clerk Transcriber. The appellant indicated possession of six college credits. On appeal, the appellant highlights her experience since July 2000 and states that she has had progressively greater Grant Program Management duties. Lieutenant Walter Babecki, Grants Management Bureau, verifies that the appellant has been performing duties that qualify her for the title between 2000 and 2012, which included grant management, grant administration, grant preparation, grant analysis, grant reporting, and grant reconciliation, fiscal administration and management of operations.



## CONCLUSION

N.J.A.C. 4A:4-2.6(c) provides that applicants for promotional examinations with open competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process, unless good cause is shown for an exception.

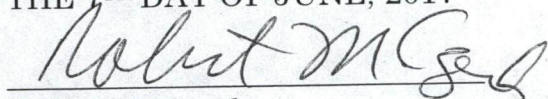
Initially, Agency Services correctly determined that the appellant was not eligible for the subject examination. Primarily performing duties consistent with the title under test would be considered out-of-title work for incumbents in the Administrative Assistant 2 title. However, the appellant provides supervisory documentation that she performed the required out-of-title duties due to business necessity from July 2000 to July 2012. Additionally, the appellant continues to serve provisionally in the title under test and the examination has been cancelled. Accordingly, good cause is established to accept the appellant's out-of-title work and admit her to the subject examination.

## ORDER

Therefore, it is ordered that the appeal be granted, the examination cancellation be rescinded, and the appellant's application be processed for prospective employment opportunities only.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 7<sup>TH</sup> DAY OF JUNE, 2017



Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Director  
Division of Appeals and  
Regulatory Affairs  
Civil Service Commission  
Written Record Appeals Unit  
P.O. Box 312  
Trenton, New Jersey 08625-0312

Attachment

c: Kelly Wright-Laske  
Jessica Chianese  
Kelly Glenn  
Records Center



NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE  
**PROMOTIONAL ANNOUNCEMENT**



**\$25.00 PROCESSING FEE REQUIRED**  
 Make Check/Money Order Payable to NJCSC

SYMBOL: **PS4095P**

WEIGHT CODE: \*

TITLE: **ADMINISTRATIVE ANALYST 4**

SALARY: **\$74,252.00 - \$105,891.00**

ISSUE DATE: **December 01, 2016**

CLOSING DATE: **December 21, 2016**

TITLE CODE: **50076/LPRXR7**

CLASS CODE: **29**

DEPARTMENT: **LPP/LAW & PUBLIC SAFETY**

UNIT SCOPE: **P605 State Police/Administration**

Visit [www.state.nj.us/csc](http://www.state.nj.us/csc)  
 And select "Job Announcements"  
 to view this announcement and to file an application

**Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):**

**Administrative Analyst 3**

**Or to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:**

**Education:** Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of a degree or total number of college credits completed to date on your application. (Foreign degrees/ transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**Experience:** Four (4) years of experience in work involving the review, analysis and evaluation of budget, organization, administrative practices, operational methods, management operations or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning and/or implementation of improvements in a business or government agency.

**Note:** Graduation from an accredited college or university with a Master's degree in Public Administration, Business Administration, Economics, Finance or Accounting may be substituted for one (1) year of indicated experience. You must indicate the details of your Master's degree on your application. (Foreign degrees/ transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

**License:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

**IMPORTANT INFORMATION**

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to the department and unit scope, and satisfying the permanent status requirement.
2. ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. YOU MUST COMPLETE YOUR APPLICATION IN DETAIL. Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full- and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.
5. In accordance with Public Law 2010 c.26, **Veterans pay a reduced application fee of \$15.00** if they have previously established Veterans Preference with the Department of Military and Veterans Affairs (DMAVA) (as defined by N.J.S.A. 11A:5-1 et seq.). Those claiming Veterans Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of this eligibility list. PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.
6. **SPECIAL NOTE TO ALL APPLICANTS** Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope indicated above, YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.
7. If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: [OAS.support@csc.state.nj.us](mailto:OAS.support@csc.state.nj.us) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.
8. Application fees submitted via personal check or money order must be postmarked within five (5) business days of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.

DPF-256A \* Revised 03/09